

ADM-11.09, "Uniformed Personnel Grooming and Attire Standards," January 1, 2012

SCDC POLICY/PROCEDURE

Change 1 to ADM-11.09: 2.4

NUMBER: ADM-11.09

TITLE:UNIFORMED PERSONNEL GROOMING AND ATTIRE STANDARDS

ISSUE DATE:JANUARY 1, 2012

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF OPERATIONS

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-11.09 (August 1, 2009); (July 1, 2004); Change 1 (December 1, 2005)

RELEVANT SCDC FORMS/SUPPLIES: 19-29, 19-155

ACA/CAC STANDARDS: 4-4066

STATE/FEDERAL STATUTES:None

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PURPOSE: To establish guidelines governing grooming and attire for all uniformed personnel assigned to the South Carolina Department of Corrections.

POLICY STATEMENT: The South Carolina Department of Corrections (SCDC) recognizes that its professional reputation is, in part, reflected by the image and appearance its employees present to the public, staff, inmates, visitors, and others. In an effort to promote the professionalism of the SCDC, uniform standards of grooming and attire for all uniformed personnel will be established and will be consistently enforced. Uniformed employees will be expected to keep their uniforms clean, neat, and pressed at all times while they are on duty or are performing services for the SCDC. Under no circumstances will employees wear uniforms in any location, business, or establishment that would bring discredit to the Agency.

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SPECIFIC PROCEDURES:

1. GENERAL INFORMATION FOR UNIFORMED EMPLOYEES: The Deputy Director of Operations will be responsible for establishing rules, standards, and regulations governing the wearing of uniforms by employees. Each Warden, responsible Division Director or Deputy Director will be expected to enforce these rules and regulations by requiring daily inspections to be made of all uniformed personnel on duty by either Associate Wardens, Majors, Captains, Lieutenants, or Sergeants. Employees who fail to meet these rules and regulations will be counseled privately. Consistent disregard for these standards and regulations will result in corrective action in accordance with SCDC Policy/Procedure ADM-11.04, "Employee Corrective Action."

2. RULES, REGULATIONS, AND STANDARDS FOR UNIFORMED EMPLOYEES: Except as otherwise noted below, all uniformed personnel assigned to the South Carolina Department of Corrections (SCDC) will be issued the same type of uniform with the exception that employees assigned as Majors, Captains, Lieutenants, and Sergeants will be issued white rather than blue shirts. Other types of special uniforms may be issued to Operations employees assigned to specialized units throughout the Agency (i.e., Special Management Units, Shock Incarceration, Field Officers, BTU, Agency Search Team, RRT, SORT, SITCON, etc.) as authorized by the Deputy Director of Operations or an approved designee. (See Section 2.23.2, below.) Uniformed personnel will be expected to wear their uniforms at all times while they are on duty or are performing services for the SCDC. Uniformed personnel will be required to wear their uniforms when attending training at the SCDC Training Academy unless given permission by their supervisor or by Training Academy personnel to wear other types of clothing. Uniformed personnel will be expected to keep their uniforms neat, clean, and pressed at all times while they are on duty, performing services for the SCDC, or representing the SCDC.

2.1 Shirts: All uniformed personnel are authorized to wear their choice of either short or long sleeve shirts year-round. A plain white undershirt must be worn beneath the shirt. The shirt must be clean, pressed, and the following must be observed:

2.1.1 The short sleeve shirt is not to be worn with a necktie. Only the top collar button of the shirt may be worn unbuttoned. The short sleeve shirt may be worn with a jacket. The shirt will be tucked into the pants at all times.

2.1.2 The long sleeve shirt is to be buttoned at the wrist at all times and is not permitted to be rolled or folded up. Issued neckties must be worn with the shirt, except as outlined in 2.2.2, below:

2.2 V-neck sweaters and/or turtleneck shirts/dickies may be worn with the long sleeve shirt, but will not be issued by SCDC and must comply with the following:

2.2.1 The sweater must be either navy blue or black military-style sweater with no markings or embroidery.

2.2.2 The turtleneck shirt/dickie must be either navy blue or black. Silver/gold embroidered letters "SCDC" may be worn on turtleneck shirts/dickies. Letters should be block letters no more than one (1") high and should be worn centered between top and bottom on the left side of the turtleneck between the equivalent of the clock hands 4:00 and 6:00 o'clock, so that all letters are visible with the open collar. A necktie should not be worn with the turtleneck shirt/dickie.

2.2.3 A plain white undershirt must be worn beneath all authorized SCDC shirts.

2.3 Golf "polo style" shirts: - SCDC issued Gray golf "polo style" shirts are authorized to be worn in the following work areas: (SMU, YOIP, field details, labor crews, contraband, officers assigned to Gilliam Psychiatric Hospital (GPH), or any work areas specifically designated by the Deputy Director of Operations). A plain white undershirt must be worn beneath the shirt.

2.3.1 Red range instructor T-shirts are allowed to be worn on the range during range instruction or requalification only.

2.3.2 Search team members are authorized to wear an SCDC issued burgundy golf "polo style" shirt with a plain black undershirt worn beneath the shirt.

2.4 Navy Blue T-Shirt: SCDC issued navy blue t-shirts are only authorized to be worn by officers assigned to a post in Restrictive Housing Units (RHUs).

2.4.1 Officers will be required to bring to work a short or long sleeve uniform shirt with all required badges, pins, and insignia affixed, and a plain white undershirt to be worn if the employee is assigned duties outside an RHU (i.e, transportation, hospital duty, or other institutional or non--institutional duty post).

2.4.2 No badges, pins, or insignia will be affixed to the navy blue t-shirt.

2.4.3 The navy blue t-shirt is not to be worn under any other uniform shirt.

2.4.4 A long sleeve shirt may not be worn under the navy blue t-shirt.

2.4.5 The navy blue t-shirt will not be worn with any article of civilian clothing whether the employee is on or off duty.

New Section 2.4 added by Change 1 Memorandum, dated April 30, 2015. Please note that the rest of Section 2 will be re-numbered accordingly. 2.5 Navy Blue BDU Pants: The navy blue BDU (battle dress uniform) pants will be worn for everyday use as the uniform of the day and are to be kept cleaned and pressed. For those officers wearing shoes with heels not to exceed one and one-half (1 ½") inches in height, the pants legs will be straight, worn no higher than one and one half (1 ½") inches above the heel and unbloused. For officers with boots, the BDU may either be bloused and tucked inside the boot or may be worn straight over the boot.

2.6 Formal Dress Trousers: The formal dress trousers will likewise be kept clean, pressed, and creased and be worn no higher than one and one-half (1 ½") inches above the heel of the shoe or boot. (See illustration #1.) Formal dress trousers may be worn during official ceremonies, on special occasions as designated by supervision, or for escort when scheduled and notified in advance. For job interviews, officers have the option to wear either uniform.

2.7 Shoes/Boots: Black plain toe leather shoes or boots will be worn by all uniformed personnel. Soft black leather shoes or black orthopedic shoes, that have been prescribed by an orthopedic physician will be allowed. No steel toe boot or shoe is authorized. Shoe or boot heels will not exceed one and one half (1 ½") inches in height. Footwear will be kept clean and highly shined.

2.8 Socks/Hose: Plain black or navy blue socks only will be worn. Socks with designs are not permitted. Females may also choose to wear either black or navy blue hose.

2.9 Headgear:

2.9.1 Food Service Personnel: The wearing of the SCDC issued baseball style cap is optional. The cap must be white in color. The cap must be worn squarely on the head. 2.9.2 Security Personnel: The wearing of a baseball style cap is optional. The cap must have the SCDC emblem/badge and be either navy blue or the same color as the pants. The cap must be worn squarely on the head.

2.9.3 A plain navy blue or black (knit type) cap with no insignia may be purchased by uniformed personnel to be worn with the winter uniform only.

2.9.4 A blue military style campaign hat may be purchased by uniformed personnel to be worn as an optional part of the uniform. A one and one half (1 ½") inch replica of the SCDC badge will be worn on the front of the campaign hat. The replica badge must be the same color as the badge that the uniformed employee is currently wearing. The acorns, braid, and badge must be the same color. The campaign hat will be worn slightly tilted toward the front and one (1") inch above the bridge of the nose.

2.10 Belts: The employee must purchase (at their own expense) and wear a black leather or nylon belt, solid in construction with no cuts or engraving on it, approximately two (2) inches wide. Buckles are optional, but when worn must be open faced and no larger than the width of the belt. Buckles will be the same color as the badge. Fancy belt buckles are not permitted. Belts which attach with Velcro or snap buckle will be authorized.

2.11 Jewelry:

2.11.1 Female personnel will wear only one (1) pair of small stud-type earring (one per each ear, which must be located in the lobe of the ear) of a design that cannot be grasped by an assailant. Earrings will complement the color of the uniform. Dangling earrings, the wearing of nose or other facial jewelry (e.g., tongue, lip, etc.), which are a distraction from the uniform and are not in keeping with SCDC's policy on uniformity are prohibited.

2.11.2 Male personnel are not allowed to wear earrings, nose, or other facial jewelry (e.g., tongue, lip, etc.). These are a distraction from the uniform and are not in keeping with SCDC's policy on uniformity and are prohibited.

2.11.3 Necklaces and/or chains will be worn on the inside of the collar and must not be visible. Necklaces and chains will be limited to one (1).

2.11.4 A watch and two (2) rings may be worn. Only one (1) ring may be worn on one (1) finger of each hand. (Wedding sets are considered as one (1) ring.)

2.11.5 No bracelets may be worn except Medical Alert bracelets.

2.11.6 SCDC will not be liable for the loss, theft, or damage of any jewelry (except as indicated in Sections 6.1.1 and 6.1.2, below).

2.12 Badges/Name Tags/Pins:

2.12.1 Majors, Captains, and Lieutenants will wear gold badges. Sergeants, Corporals, and Officers will wear silver badges. The badge will be displayed only on the uniform and will not be displayed on civilian clothing. Badges will be worn on the left side of the shirt only. (See Illustration #2.) Badges will be highly shined.

2.12.2 Issued name tags must be worn on the right hand side of the button down/dress uniform shirt and jacket centered directly above the right pocket. The bottom edge of the name tag will run parallel to the top edge of the pocket. (See Illustration #3.) Name tags will have the first initial and last name of the employee. (See Illustration #3.) The initials of the institution, or Area/Division to which assigned will be centered directly below the name. Majors, Captains, and Lieutenants are authorized to wear a gold metal name tag (purchased at their own expense) which is the same color as their badge. Captains and Lieutenants will be issued gold plastic name tags made by Prison Industries. Sergeants, Corporals, and Correctional Officers

will wear black name tags issued by their respective institutions.

2.12.3 Ribbons issued by the SCDC (e.g., years of service, Medal of Valor, Emergency Teams, etc) may be worn on the button down/dress uniform shirt and will be centered one-fourth (1/4) inch above the name tag on the . (See Illustration #10.)

2.12.4 Pins denoting South Carolina state service, ACA accreditation, and/or Correctional Peace Officer Foundation (CPOF), South Carolina state employee, and law enforcement professional affiliation pins may be worn, on the button down/dress uniform shirt, aligned in one row and centered one-fourth (1/4) inch above the name tag or ribbon in an area no greater than the length of the name tag. No more than three (3) pins may be worn at one time. (See Illustration #10.) The Environmental Health and Safety Officer (EHSO) pin may be worn on the right breast pocket.

2.12.5 Employee ID badges will be worn and will be visible at all times. For those officers wearing the button down dress uniform shirts, the Employee ID badge must be worn under the right chest shirt pocket.

2.13 Hair: Hair will be kept neat, clean, and trimmed or shaped. No extreme hair styles will be permitted such as rattails, mini-dreads, dreads, Mohawks, mullets, ~~braids~~, hair etching or non-natural colors (orange, green, etc.).

2.13.1 Males will keep hair clean and trimmed above the top collar of the shirt and off the ears. Sideburns will be kept neat and trimmed, at a length not to exceed the middle of the ear, they will not be tapered nor extend horizontally across the cheek and face. (See Illustration #4.)

2.13.2 Females will maintain and wear their hair in a clean and neat fashion. Hair will be cut or pinned close to the sides and back of the head and will not extend below the bottom back portion of the uniform collar. Hair ornaments such as barrettes, etc., used to restrain hair must be plain and simple. No ornate or large hair ornaments will be allowed. (See Illustration #5.)

2.13.3 Employees will be allowed to wear wigs or toupees. However, wigs or toupees cannot be worn for the purpose of covering unacceptable hairstyles as outlined above. Both the wig/hairpiece/toupee and the underlying hair must be within standards. Any hairpiece will be subject to search.

2.14 Facial Hair:

2.14.1 Mustaches: Mustaches may be worn by men; however, they must be kept neatly trimmed and tapered at all times. No portion of the mustache will cover the upper lip line or extend vertically beyond the corners of the mouth. (See Illustration #4.) Any type of "handle-bar" mustache will be prohibited.

2.14.2 Beards: Beards and/or goatees will not be permitted. The only exceptions will be for cases in which an employee's personal Dermatologist prescribes beard growth for medical reasons. In these instances, the uniformed employee must provide written notification from his/her Dermatologist. The maximum beard growth authorized to be prescribed by any physician is one-fourth (1/4") inch in length. Physician statements

prescribing lengths in excess of one-fourth (1/4") inch will not be honored by the SCDC. A physician's statement authorizing an employee to maintain beard growth for medical reasons must be issued for the entire facial and neck area; specifically, an employee cannot shave/nor trim the neck or cheek area and have a partial beard or goatee. Physicians' prescriptions will only be valid for a period of 90 calendar days. Therefore, uniformed personnel possessing physicians' prescriptions will be required to obtain a new prescription from their doctor every 90 calendar days. The physicians prescriptions will be filed in the employees medical history file maintained by the Human Resource Manager/Specialist/Liaison.

2.14.3 Eyebrows/ Eyelashes: Eyebrows will remain natural in color and shape, with normal grooming allowed for thick hair growth. Etching, pointing, or excessive arching of the eyebrows is not permitted. False eyelashes are not permitted, with the exception of those females who have a medical condition requiring their use, and they must be no longer than ¼inch in length.

2.15 Fingernails: Uniformed employees will maintain clean, neatly trimmed fingernails at all times so as not to interfere with the performance of their assigned duties or distract from the professional image of the SCDC. Fingernail length will not exceed more than one-fourth (1/4") inch over the top of the finger and may be required to be shorter if the nail length interferes with the officers duties. Females who desire to wear fingernail polish are authorized to do so provided that they wear clear fingernail polish. Writing on nails, designs, or piercing fingernails will not be permitted.

2.16 Neckties: Neckties will be navy blue clip-on type, and may be worn with the button down/dress uniform shirt only. Professional, criminal justice related tie tacks/bars or pins may be worn with a necktie.

2.17 Patches: The South Carolina Department of Corrections patch will be worn on the left sleeve of the shirt and jacket. The South Carolina Department of Corrections Basic Correctional Officer Certification Patch will be worn on the right sleeve of the shirt only. Patches will be worn centered on the sleeve approximately one (1) inch from the shoulder seam, with the state emblem and/or palmetto tree in an upright and level position. (See Illustration #6.)

2.18 Eyewear: The frames on prescription eyewear must be in good taste and complement the uniform. Sunglasses are allowed to be worn outdoors only. Sunglasses must be basic in design, in good taste, and must complement the uniform. Glasses with neck strings or ropes for hanging are not acceptable. No multi-color or fluorescent rimmed glasses are allowed. Contacts may be worn; however, they must be clear or of a natural eye color (blue, green, brown, etc). They may not contain designs of any type (e.g. flames, lighting bolts, etc.).

2.19 Whistles: Silver/gold whistles may be worn on the front right shoulder attached to the epaulet button and pocket whistle hook. Silver whistles will be worn by Sergeants and below. Gold whistles will be worn by Lieutenants and above.

2.20 Jackets: The SCDC patch will be worn on the left sleeve of the uniform jacket. Certification patches or American flags will not be worn on the jacket.

2.21 Makeup: Females are authorized to wear cosmetics; however, they must be applied conservatively and in good taste. Cosmetics, if worn shall be subdued and blended to match the natural skin color. No bright or fluorescent colors are permitted. Cosmetics must not be a distraction from the uniform and must be in keeping with SCDC's policy on uniformity and with their position as elite law enforcement officers/personnel.

2.22 Tattoos: They must not be offensive and/or gang related or visibly located on the neck, face, or head.

2.23 Glove Pouches: Black glove pouches will be worn above the rear pockets of the Officer's duty belt.

2.24 Gloves: Black or navy blue gloves may be worn with the uniform.

2.25 Rank Insignia: Issued Rank insignia will be highly shined and worn as follows: Bars and oak leaves will be worn one (1) inch from the tip of the collar and one half (1/2") inch above the collar. (See Illustrations #7 and #8 .) Chevrons will be worn centered on the seam of the collar and one and one half (1 ½") inches from the tip, on the issued button down uniform shirt or the golf "polo style" shirts (if approved for wear). (See Illustration #9.) Rank insignia may be worn on the epaulet of the approved sweaters or issued jackets, and must be centered and run parallel with the shoulder.

2.26 Special Uniforms:

2.26.1 Maternity uniforms will be provided for pregnant female Officers.

2.26.2 Civilian clothing may be approved to be worn for purposes of specialized missions (e.g., funerals, etc.). Approval must be received from the Warden or designee in these cases.

2.26.3 A Warden or designee, with the approval of the Division of Security may authorize the wearing of special equipment by uniformed personnel (such as holsters, impact weapon carriers, sweats, etc.) as mission or training requirements dictate. Specialized and colored uniforms or clothing (e.g., camouflage uniforms, jumpsuits, etc.) may be approved to be worn by employees assigned to special units (e.g., Shock Incarceration, litter crews, BTU, RRT, SORT, Agency Search Team, SITCON, Special Management Units, Contraband Officers, and Shakedown Team Officers etc.). The Director or designee will be responsible for approving all such special uniforms prior to authorizing any employee to wear the same.

Note: The Recruiting and Employment staff should ensure that employees meet the above standards when photographing them for employee identification cards.

3. NON-SECURITY UNIFORMED PERSONNEL refers to those employees who are required to wear an SCDC- issued non-security uniform (i.e., food service institutional employees, Food Service Branch employees, Division of Support Services drivers, maintenance, Emergency Action Center, or medical personnel). Grooming standards will be issued and enforced as directed by the applicable division, which may reference and require following all, or part, of the grooming standards in this policy/procedure and

which would apply to uniformed personnel.

4. CLASS I CERTIFIED PERSONNEL refers to K-9 and investigative personnel. Male K-9 and investigative personnel must remain in compliance with the grooming standards noted in sections 2.12 and 2.13 listed above. Female K-9 and investigative personnel must maintain and wear their hair in a clean and neat fashion.

5. PROHIBITIONS CONCERNING WEARING OF SCDC UNIFORMS

5.1 Uniforms will not be worn while an employee is off duty except for traveling to and from work. Uniforms may be worn to conduct personal business during these times; however, under no circumstances will an employee wear his/her uniform into any business or establishment that may discredit the Agency, e.g., bars, liquor stores, etc., or when purchasing alcoholic beverages from any business, visiting "adult" entertainment businesses, etc.

5.2 Uniforms will not be worn when appearing in court as a defendant, plaintiff, or witness unless the cause of action arises out of or in the course of employment with the SCDC.

5.3 Uniformed employees are prohibited from wearing their uniform on jobs other than with the SCDC. Exceptions may be made in writing by the Agency Director for cases in which a uniformed employee is providing assistance to other agencies.

5.4 Uniforms are to be worn only by the individual to whom the uniforms were issued. Employees who are issued uniforms will not lend their uniform to others for any reason.

5.5 Uniformed employees are prohibited from wearing parts of their uniform with their civilian clothing.

6. REIMBURSEMENT FOR PERSONAL ITEMS DAMAGED OR DESTROYED:

(NOTE: The following procedures will be followed for the replacement of personal items only. For information regarding the replacement of employee uniforms, see SCDC Policy/Procedure ADM-16.04, "Distribution of Employee Uniforms," and SCDC Policy/Procedure ADM-16.08, "Commissary Operations.")

6.1 General Provisions:

6.1.1 The SCDC will reimburse employees for personal clothing or items (i.e., necessary prostheses, such as eyeglasses, hearing aids, etc.) that are damaged or destroyed in the line of duty by an inmate while in the custody of the SCDC. Reimbursement will be made for the actual cost of replacement or for the cost of a comparable item; however, in no case will reimbursement exceed \$250.00 per item, per incident. Restitution should be charged to the inmate who caused the damage, or destroyed the items according to SCDC Policy ADM-15.01, "Repayment of Costs by Inmates."

6.1.2 The SCDC will not reimburse employees for personal items such as jewelry that have been damaged, stolen, or lost in the line of duty. However, employees may be reimbursed for watches which are used for recording the time of incidents, etc., that are damaged or destroyed in the line of duty by an inmate. Reimbursement will be for the actual cost of replacement or repair, but in no case will reimbursement

exceed \$50.00.

6.2 Reimbursement Procedures:

6.2.1 Affected employees must secure a receipt or cost estimate for the repair or replacement of those items authorized to be reimbursed in Sections 6.1.1 and 6.1.2, above.

6.2.2 The employee must submit a written request for reimbursement, utilizing SCDC Form 19-155, "Cost Estimate For Repayment Of Restitution By Inmates," along with the original copy of the receipt, or cost estimate, as well as a copy of SCDC Form 19-29, "Incident Report," and/or MIN denoting the loss, to the appropriate member of the Agency Director's staff. The staff member will, upon approving the request, forward it to the Division Director, of Finance. If the Division Director, of Finance, has any reason to question the request for reimbursement, s/he will forward it to the Deputy Director of Administration for final approval. The employee will be provided a copy of the approved request for his or her records.

6.2.3 If, at any point, the request is denied, the appropriate member of the Agency Director's staff or the Deputy Director of Administration will forward the request back to the employee with an explanation for the denial, and a copy of the SCDC Form 19-155, denial and explanation will be sent to the employee's Warden or Division Director.

6.2.4 All approved requests will be processed by the Division of Budget and Finance, and a check will be issued to the employee. (4-4066)

7. DEFINITIONS:

Uniformed Personnel refers to any employee authorized to wear a SCDC-issued uniform, to include uniformed security staff, food service institutional employees, emergency team members, Food Service Branch drivers, and Division of Support Services drivers.

SIGNATURE ON FILE

—
s/Robert E. Ward, Acting Director

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